



**VARIANCE APPLICATION**  
*(Residential or Commercial)*

**FOR PLANNING & ZONING DEPT. USE ONLY**

File No. \_\_\_\_\_

Legal Ad Date: \_\_\_\_\_

Posting Notice Date: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

P&Z Meeting Date: \_\_\_\_\_

Date Completed Application Was Received: \_\_\_\_\_

(Official Date Stamp)

To cover the expenses of staff administrative review, legal advertising, and public hearings, the applicant tenders herewith the sum of ( ) **\$250.00 Residential Variance Application**  
**(\$50.00 each additional request)**

( ) **\$500.00 Commercial Variance Application**  
**(\$50.00 each additional request)**

Parcel(s) #: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Description of project: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_ affirms that he is/ she is/ they are the owners/ specifically  
authorized agent of the property located at: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- ◆ *Applications will not be considered complete until all items have been supplied. **Incomplete applications will NOT***
- ◆ ***be placed on the Planning & Zoning Commission agenda and will be returned to the applicant.***
- ◆ *All items must be reviewed and approved by Staff & must be in compliance with current City Ordinances.*
- ◆ *The City shall have five business days in order check applications for completeness.*

\_\_\_\_\_ petitions the City of Fayetteville Planning and Zoning Commission to consider a request for a variance from Section # \_\_\_\_\_, \_\_\_\_\_, of the City of Fayetteville Zoning Ordinance.

Requirement stated in the Zoning Ordinance: \_\_\_\_\_

Variance request: \_\_\_\_\_

**The City of Fayetteville Planning and Zoning Commission may grant a variance if the following five conditions are met: (Applicant to complete)**

1. Are there extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography? Please explain.
2. Would the application of these regulations create a practical difficulty or unnecessary hardship? If yes, is the hardship self-created?
3. What conditions are peculiar to this property that are not experienced by other properties in the same area or zoning district?
4. If granted, explain how the variance would not impair the purposes and intent of the applicable section of the zoning ordinance.
5. Explain how a literal interpretation of zoning ordinance would deprive the applicant of any rights that others in the same district are allowed.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# APPLICATION/CHECKLIST

Return this APPLICATION/CHECKLIST with submittal.- Incomplete submittals **will not be reviewed.**

☒ **Eight (8) 24"x36" printed copies and PDF copy of the development site plan and elevations for departmental review.**

To include:

- Vicinity map showing project location, north arrow, graphic scale & date
- Complete survey including property boundary lines, with bearings & distances
- Existing roads, streets, highways, & respective r-o-w widths on or adjacent to property
- Existing drainage ditches, canals, water courses, and drainage easements on or adjacent to the property
- Existing buildings, structures, and facilities on development property and adjacent property
- All existing utility lines on or adjacent to the property
- Adjacent property land uses, zoning and property owner names
- A complete legal description of property
- Impact on classification and structure of existing dams. Provide dam break analysis if applicable.

☒ **Five (5) 11"x 17" copies of the site plan & all four sides color elevations for Commission review.**

- ☒ PDF or JPEG file of site plan & color elevations
- ☒ Narrative describing nature & scope of project
- ☐ Material Samples
- ☐ Wetlands boundary determination & certification (USACofE)
- ☐ Topographic Survey, drainage plan and storm water runoff calculations
- ☐ Grading & utility plan, including:
  - Final design & layout of underground electric, telephone, gas & cable TV utility lines
- ☐ Soil erosion & sediment control plan, including:
  - Detail sheets for soil erosion & sediment control facilities
- ☐ Storm water management facilities and utility profiles

- ☐ Storm Water Management Plan, showing downstream impact & final disposition of water (Storm Water Management Plans shall meet the

requirements of Ordinance 0-30-02, Storm Water Quality Ordinance, adopted June 20, 2002.)

- ☐ Future Conditions Floodplain (if project is in a drainage basin of 100 acres or larger).
- ☐ CAD/GIS Data Submission Standards
- ☒ Tree Protection Plan (TPP) including:
  - Tree survey & identified trees requested for removal
  - Tree protection zones and proposed tree protection methods
  - Tree planting & replacement plan
  - Name, registration & contact info for responsible professional
- ☐ Lighting Plan, conforming to the provisions of Section 94-322
- ☐ Existing & proposed fire hydrant locations
- ☒ Proposed access to existing roads, circulation routes, parking space layout & dimensions
- ☒ Proposed setbacks, buffers, open spaces areas, landscaped areas, & impervious surface calculations.
- ☐ Water supply & sewage disposal plans
- ☐ Letters of capability & commitment to serve water, sewer, electric, telephone, & cable TV from the affected agencies
- ☐ Dept. of Natural Resources permits & approvals
- ☐ DOT encroachment permit
- ☐ Fire safety standards approval by Fire Official
- ☐ Mainstreet Director's certification of compliance (for projects within Mainstreet District)
- ☐ Must check with City's Building Department, Finance Department and Water Department for other possible fees, ie: sewer assessment, impact fees, etc.

1. Building Dept. (Greg Taliercio) 770-719-4065
2. Finance Dept. (Mike Bush) 770-461-6029

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